



CALIFORNIA AIR RESOURCES BOARD

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AIR RESOURCES SUPERVISOR I EXAM CODE: 5AR01-01

HOW TO APPLY

[Training and Experience Examination Packages](#) must be submitted:

By Mail

AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Megan Lee
P.O. Box 2815
Sacramento, CA 95812

In-Person

AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Megan Lee
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on Question #2 of the Examination/Employment Application (STD. 678). You will be contacted to make specific arrangements.

CUT-OFF DATE: JANUARY 20, 2015

If sent by mail, Training and Experience Examination Packages must be **POSTMARKED** no later than the Cut-Off Date. If personally delivered or sent via interagency mail, Training and Experience Examination Packages **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Cut-Off Date. Training and Experience Examination Packages postmarked, personally delivered, or received via interagency mail after the Cut-Off Date will **NOT** be accepted for any reason.

CROSS-FILING INFORMATION: If you meet the entrance requirements for Air Resources Supervisor I and Air Resources Supervisor II, you may file for both examinations on a single application. However, you must list BOTH examination titles on the Examination/Employment Application (STD. 678).

SALARY RANGE: \$8,122 - \$10,166

WHO SHOULD APPLY

Applicants must have a permanent civil service appointment with the California Air Resources Board (currently or within the past three years of the Cut-Off Date) or qualify under the provisions of Government Code Section 18990, 18991, or 18992 listed below:

1. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; **OR**
2. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; **OR**
3. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. **NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); title; class range; and time base. You must include your STD. 678 in your Training and Experience Examination Package. Links to the

Training and Experience Examination Package are located in the "How to Apply" section and at the end of this bulletin. Applications must include the applicable Training and Experience Examination pages or it will be rejected.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the Cut-Off Date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing air pollution work comparable in level, duties, and responsibilities to a Staff Air Pollution Specialist.

OR II

Two years of experience in the California state service performing air pollution work comparable in level, duties and responsibilities to an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D).

OR III

Experience: Five years of increasingly responsible experience in air pollution monitoring, regulation, research and development, engineering, or a closely related field, at least two years of which were in a position comparable in level, duties and responsibilities to that of an Air Pollution Specialist (Range C) or Air Resources Engineer (Range C or D) in the California state service. **AND**

Education: Equivalent to graduation from college with a major in the physical, biological, or environmental sciences, mathematics, engineering, or a related field. (Possession of a doctorate degree in any physical, biological, or environmental science, mathematics, engineering, or a related degree may be substituted for two years of general experience; possession of a master's degree in the same fields may be substituted for one year of general experience.)

DESIRABLE QUALIFICATIONS

Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

THE POSITION

The Air Resources Supervisor I is the first line supervisor of a section of professional and technical employees performing complex air pollution control and engineering work and the first level to which administrative responsibility is assigned. The Air Resources Supervisor I supervises a section responsible for air pollution and motor vehicle control programs or investigative studies into the nature and causes of air pollution.

The resulting eligible list will be used to fill vacancies in Sacramento and El Monte (Los Angeles County).

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**AIR RESOURCES SUPERVISOR I
EXAM CODE: 5AR01-01 IA86/3762**

**BULLETIN RELEASE DATE: JANUARY 6, 2015
CUT-OFF DATE: JANUARY 20, 2015**

**AIR RESOURCES SUPERVISOR I
EXAM CODE: 5AR01-01 (DEPARTMENTAL PROMOTIONAL)**

**BULLETIN RELEASE DATE: JANUARY 6, 2015
CUT-OFF DATE: JANUARY 20, 2015**

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Examination, which is the sole component of the Air Resources Supervisor I examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. Candidates may be tested only once in any 12 month period.

TRAINING AND EXPERIENCE EXAMINATION – WEIGHTED 100%

SCOPE

Knowledge of:

1. Engineering, physics, chemistry, mathematics, statistics, natural sciences, and/or meteorology as related to air quality.
2. Research and/or test methods.
3. The effects of mobile and stationary source emissions on the atmosphere.
4. The chemical and physical characteristics of emissions.
5. Local, State, and federal air quality and/or emission control laws, rules, regulations, standards and test procedures.
6. Air quality and available emission control measures.
7. The effects of emissions and emission control technologies.
8. Air Resources Board's (ARB) Equal Employment Opportunity (EEO) Program.
9. Personnel management concepts (e.g., team building, problem solving, training).
10. ARB's administrative policies (e.g., Sexual Harassment Prevention, Violence in the Workplace).
11. ARB's progressive discipline process.
12. Microsoft Office Suite (e.g., Word, Excel, Outlook, Access, PowerPoint).
13. The section's purpose, assignments, and priorities.
14. Skills, abilities, and expertise possessed by subordinate staff.
15. The organizational structure of ARB.
16. Quality assurance and/or quality control procedures for technical projects.
17. The regulatory development process.
18. State supervisory principles and procedures.
19. Confidentiality and security protocols.

Ability to:

1. Collect and analyze data.
2. Apply scientific methods and principles.
3. Make decisions and take/recommend an effective course of action.
4. Prepare clear, complete, and technically accurate reports.

5. Communicate in a verbal manner.
6. Communicate in a written format.
7. Plan, direct, and evaluate the work of staff.
8. Develop and interpret policies and procedures.
9. Review and edit technical reports and/or other written material.
10. Conduct meetings effectively.
11. Manage staff and resources.
12. Negotiate effectively.
13. Recognize adverse situations.
14. Lead and motivate staff.
15. Adapt to a changing work environment.
16. Resolve staff conflicts.
17. Deliver oral presentations to audiences with varying levels of understanding.
18. Handle stressful situations and long hours.
19. Conduct business in a diplomatic and professional manner.
20. Give honest and accurate feedback to staff.
21. Engage in active listening.
22. Perform mathematical computations.
23. Interpret quantitative or qualitative data.
24. Exercise sound judgment.
25. Understand how specific programs relate to ARB's and California's broader goals.
26. Identify, interview and hire the most qualified candidates.
27. Mentor staff.
28. Coordinate and communicate work activities with internal and external stakeholders.
29. Prioritize assignments.
30. Accurately assess time and resources.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Air Resources Board. This examination will be administered on a continuous basis. Names of successful competitors are merged onto the existing list in order of final scores, regardless of date. Eligibility expires **48** months after it is established.

VETERANS PREFERENCE CREDIT and **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, Megan Lee, at (916) 327-3515 or megan.lee@arb.ca.gov three weeks after the Cut-Off Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <http://jobs.ca.gov/Profile/StateApplication>, local offices of the Employment Development Department, and the California Air Resources Board at <http://www.arb.ca.gov/personnel/jobs/examvac.htm>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

The California Air Resources Board reserves the right to revise the examination plan to better meet the needs of the Board. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or <http://www.calhr.ca.gov>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

For specific examination questions, contact the Examination Unit at (916) 327-3515.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.



TAKING THE EXAMINATION

When you click the link below, you will be directed to the Training and Experience Examination Package.

[Click here to download the Training and Experience Examination Package](http://www.arb.ca.gov/personnel/jobs/exams/arsupteex.pdf)

Or visit <http://www.arb.ca.gov/personnel/jobs/exams/arsupteex.pdf>